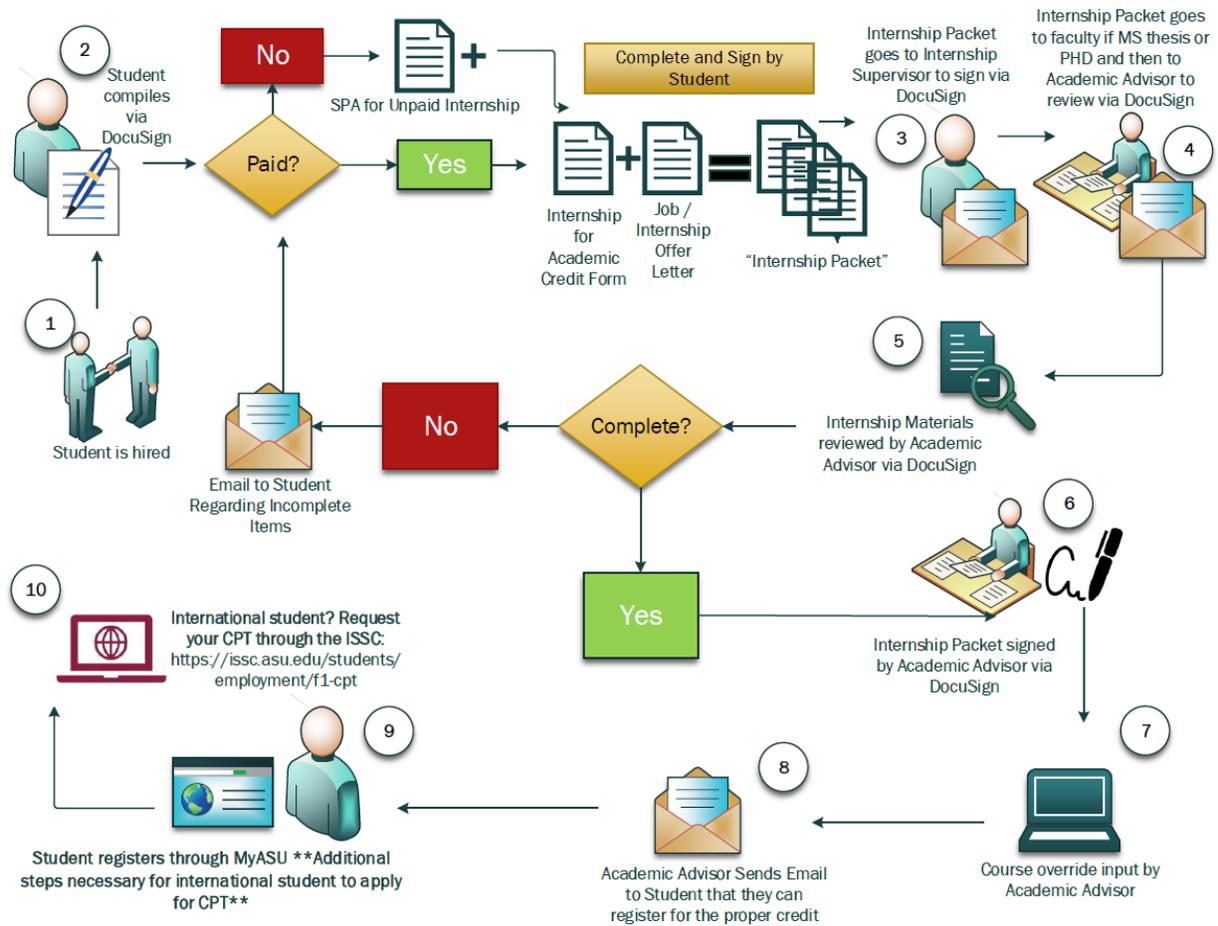


Process Outline for Internship Packet Approval and Registration



**Before you proceed with the CEN 584 Internship Packet,
be sure that the following items are in order:**

- Student: I have completed my iPOS, it is submitted and approved by the Graduate College. **If no, do not start the internship packet until the iPOS is approved.**
- Student: My current Cumulative GPA is at a 3.0 or higher. **If your Cumulative GPA is lower than 3.0, you cannot be approved for the internship.**
- Student: I have received a formal job offer that starts on or after the first day of the semester.
- Student: The job offer letter contains all necessary information and meets the ISSC format standards for CPT. The offer letter template available for download at <https://issc.asu.edu/employment/students-fj/f-1-cpt>. Be sure to have the offer letter prepared in the correct format before filling out the internship packet.
- Student: If enrolling and applying for CPT in your final semester of instruction at Arizona State University or you are working more than 20 hours a week in the fall/spring semester, you have prepared an educational justification to include in the application packet.
- I will register for CEN 584 when the packet has been approved by the academic unit

Application: Internship for Academic Credit

Internship Course Mission

This course is designed to provide students an industrial internship experience in relevant industry and related sectors that (a) provides the intern direct exposure to real world professional activities, (b) enhances the intern's personal and professional skills, and (c) increases the likelihood of professional employment opportunities in the student's major. In addition, students gain practical experience in résumé development, how to prepare for and conduct themselves in a professional interview by company representatives and are better prepared to enter their chosen profession.

Process and Procedures

The CEN 584 internship course has a formal process to acknowledge a student's proposed internship experience for academic credit. [*Arizona Board of Regents \(ABOR\) states each unit of internship or practicum must require a minimum of forty-five \(45\) contact hours per unit of credit. Programs can set higher contact hour requirements.](#) To receive academic credit for an internship experience, the student must complete the paperwork identified below, submit it for course registration review/approval, and then register for the course by the deadline listed on the Academic Calendar. For Curricular Practical Training (CPT), the student will need to submit the paperwork at least 2 weeks prior to the start of the semester and coordinate with the International Student and Scholars Center (ISSC) so that the internship start date can coincide with the start of the semester. All materials identified in this document are available for download at <https://cen.engineering.asu.edu/cpt/>

Steps to Registering

1. Student is in good academic standing

Students who wish to receive academic credit for a future internship experience must be, at minimum, in good academic standing within their program and a current student of the Ira A. Fulton Schools of Engineering.

2. The student is hired by a company to do work within their major's scope.

Students must secure employment for the defined timeframe of the indicated semester. Employers must be a registered business and in good standing in the state in which the internship experience will take place. The company must be reputable and fall within the degree area in which the student is enrolled at Arizona State University.

3. Fill out – Internship for Academic Credit Application Form

This core documentation describes the planned experiences and information about the employer. Attach additional pages, if needed. The student must consult with his/her supervisor and complete this document fully, by defining the intern's role and responsibilities; specifying how they relate to the student's degree, and how accomplishments and performance will be measured during the experience before submitting this form. Answer the following questions listed on the document in the position description:

- a) **Where will the internship take place?** If the internship is in multiple locations, list all the student's work locations. If remote work is proposed, clearly write "remote work" and describe how supervision and feedback will be given during that time.
- b) **Write, and/or attach, the expected job duties that the student will perform during the internship.** This section should be a complete job description. A job description from the company can be attached if it fully defines the position and projects. Do not submit a single line descriptor as it will be rejected, delaying the approval process.
- c) **Describe the specific applicability of the internship to the student's academic program and how it will provide learning beyond the classroom.** List specific tools, software, projects, activities, practical experience and professional skills that will be gained, applied, and how they supplement classroom learning.
- d) **How will the company evaluate the student's performance?** Interns should fully understand the items that will be used to measure work performance during the internship. Performance metrics might be aligned directly with the job description. The company may use additional performance metrics. Describe the process with which the company will evaluate the intern's performance. Will it be a formal evaluation form or a sit-down discussion? Interns have a right to know how the end of the internship evaluation will take place. If this was not identified in the hiring process, the intern is advised to speak with the supervisor. **In addition to any internal evaluation, students are required to write a two page report following the template and prompts found in this packet. The industry supervisor must sign off on the report. Students are required to submit the report to their assigned academic advisor.**
- e) **The supervisor's signature.** The supervisor's signature affirms the internship description is accurate; affirms that the learning objectives are agreed upon by the employer and student; and, that the related deliverables are acknowledged and approved. If

the packet is incomplete or lacks clarity in the job description the academic unit will return materials to the student to provide more information. It is best to provide as much information about the internship experience to avoid delays in the review process.

4. Combine the registration request form, employer form, and job offer.

After completing the registration request form, attaching the employer letter, and the offer letter, the combined materials are considered the “internship packet”.

5. Submit the completed paperwork to your assigned academic advisor via email.

The student submits the signed internship packet to their assigned academic advisor at least 2 weeks prior to the start of the internship. Incomplete submissions will be returned, halting the review process until the student provides the completed documents. F1 visa students using the internship course for Curricular Practical Training (CPT), must submit the paperwork by at least 2 weeks prior to the start of the semester to ensure the student can enroll in the course.

If the internship meets academic requirements and the paperwork is complete and approved, the assigned academic advisor will sign the course registration request form and send to the Graduate Program Chair if necessary.

- 6.** Upon receipt of the Graduate Program Chair’s signed paperwork, **the student will be cleared by his/her academic advisor to register** for the internship course. The student’s academic advisor will email the student when packet is complete and the student is able to register.
- 7. Student registers for the internship course.** It is the student’s responsibility to ensure he/she is registered in the appropriate course and section. Use the ASU academic calendar page to verify late registration fee deadlines, as well as drop/add for each session - <https://students.asu.edu/academic-calendar>. Standard tuition and fees apply.
- 8. Student fills out the ISSC eform (if the student is international).** It is the student’s responsibility to complete the ISSC eform and list their assigned academic advisor (with the correct email address) in the eform. International students will not receive an updated I-20 without this.

Questions? Please contact your assigned academic advisor.

INTERNSHIP FOR ACADEMIC CREDIT APPLICATION FORM

STUDENT INFORMATION

Last Name:	First Name:	10 Digit ASU Student ID #:
ASU Email Address:		Phone Number:
Major:		Degree:
Expected Graduation Date:	Internship Semester:	
Overall Cumulative GPA:	Total # Credits Completed:	Total # of credits remaining after internship:

COMPANY INFORMATION

Company Full Legal Name:					
Street Address:				City:	
State:	Zip Code:		Country:		
Supervisor First & Last Name:		Supervisor's Email Address:		Supervisor's Phone Number:	
Supervisor's Title:			Internship Title:		
Internship Start Date:			Internship End Date:		
Expected # Work Hours per Week:			Expected Total # Work Hours for Internship:		
Paid Position? Yes No		Salaried Position? Yes No		Stipend? Yes No	
Hourly Pay Rate:		Working remotely? Yes No			
Mode of Supervision:[Choose items that apply] In-person Virtual Conference Email Telephone					
Frequency of Supervision: [Choose items that apply] Daily Weekly Monthly As needed					

INTERNSHIP LOCATION AND DESCRIPTIVE CONTENT

List all physical address(es) where the student will work.

List the expected job duties that the student will perform during the internship.

Describe or attach the specific applicability of the internship to the student's academic program and how it will provide learning beyond the classroom. How does it relate to the student's major?

Describe or attach how the company will measure/evaluate the student's efforts to meet the performance metrics?

INTERNSHIP OFFER LETTER

Student: Attach the internship offer letter. The letter must be on official company letterhead and signed by the employer.

If you are an international student using the internship course to qualify for CPT, the letter must be in ISSC format.

UNPAID SPA, IF NEEDED

Student: If the internship is UNPAID, attach the Unpaid SPA confirmation email. Follow the process at <https://career.engineering.asu.edu/spa>.

STUDENT FERPA RELEASE AND AFFIRMATION OF RESPONSIBILITY

- Student: I understand that by completing this form, I am releasing the listed [FERPA](#) data in this packet to the company where I will intern.
- Student: I meet all requirements and pre-requisites to enroll in the internship course.
- Student: I have read the syllabus and understand the course requirements.
- Student: I have spoken with my supervisor, who agrees to conduct a performance evaluation and (if applicable) to review any other assignments.
- Student: It is my responsibility to submit the supervisor’s evaluation (if applicable) of me and any other course requirements to ASU by the course’s listed due dates.
- Student: I have attached my signed offer letter to this document.
- Student: I understand that if a course override is granted, it is my responsibility to register for the internship course by the deadline.
- Student: If I am in my final semester or will be working more than 20 hours a week in the fall/spring semester, I will provide an academic justification letter.

International Students

- Student: If I am an international student, I understand it is my responsibility to contact the [International Student and Scholars Center](#) to submit all required work authorization paperwork by their deadline.

Student: Please sign.

Student Signature:	Date:
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ISSC Formatted CPT Letter

Placeholder for ISSC CPT Formatted Offer Letter

The letter must be on official company letterhead and signed by
employer.

Download letter template from ISSC CPT page:
<https://issc.asu.edu/students/employment/f1-cpt>.

EMPLOYER SUPERVISOR INSTRUCTIONS AND GUIDELINES

The School of Electrical, Computer, and Energy Engineering (ECEE) considers the student internship requirement to be a critical element in the degree experience. Though it is not mandatory, we strongly encourage our students to learn the roles and expectations and develop skills to be productive employees during their internships. Positive internship experiences often result in the student’s full-time employment by the sponsoring company following graduation.

The objective of the internship program is to ensure that every student has meaningful exposure within their degree area, and to provide every student with a challenging work experience that enhances the classroom experience and exposes the student to “real world” means and methods.

The internship should be 1) approved prior to registration and 2) prepares the student, in a significant way, for professional work within their specific degree.

ECEE is committed to minimal demand on the time and resources of industry employers. Though it is not mandatory, the internship is a curriculum requirement and it is the Department’s responsibility to verify that the student has successfully completed the requirement. Therefore, the ECEE will require that the student obtain the signature of the employer’s internship supervisor on this document and a final evaluation based on the provided rubric. Companies are encouraged to make comments about the student’s performance and areas of improvement on the internship assessment form. Students will submit a self-evaluation to the department as well.

- Supervisor: By signing I agree that the student will be mentored/supervised within my company by an appropriately qualified person related to the student’s major, during the dates stipulated in the internship dates section above and that the description of the expected duties of the internship is accurate.
- Supervisor: I agree that if a student must be released early from the internship due to business needs, I will contact the student’s academic advisor to inform them and provide an evaluation of the student’s work up until the point of the student’s release.
- Supervisor: I agree to read the student’s written report at the end of the internship and sign off on it or provide revisions for the student to make.

Employer Supervisor Signature:	Date:
Typed Name of Supervisor:	

ASU Internal Routing: Please sign.

Faculty advisor (MS Thesis or PhD students only)

By signing, the faculty advisor affirms that the internship experience applies to the student's academic experience and approves of the student participating.

Faculty Signature:	Date:
Name:	

Academic Advisor

By signing, the assigned academic advisor affirms that the internship application and all required materials have been received and approved. The student is now eligible to enroll in the internship course.

Academic Advisor Signature:	Date:
Name:	

Graduate Program Chair (if necessary)

If necessary, the academic advisor will provide the internship packet to the Graduate Program Chair to review. Otherwise, the Graduate Program Chair has provided the necessary approval to the Academic Advising Staff to proceed with processing.

Graduate Program Chair Signature:	Date:
Name:	

ISSC – CPT Approval for I-20 Work Authorization

Curricular Practical Training (CPT) work authorization is a two-step process. The first part is registering for curricular component that is met by the CEN 584 Internship course. The second part is applying to ISSC for I20 modification to work off campus. The CPT process is outlined on the ISSC website at <https://issc.asu.edu/employment/students-fj/f-1-cpt>. Your academic advisor will be contacted to verify the internship experience. It is important that the job offer letter submitted in the internship packet be exactly the same as the job offer letter submitted to ISSC.

Academic Justification Letter

Students, if necessary, please use the following template to create your academic justification letter. Submit the letter via email to your assigned academic advisor to obtain the Graduate Program Chair's signature. Do not contact the Graduate Program Chair directly for this.

[Date]

To whom it may concern,

I have received an internship at [Company] beginning [start date] and ending on [end date]. The location of the internship will be [city, state] and I will be working for [X] hours each week. I am pursuing my degree in [degree name] and specializing in [area of specialization or topic]. My role at [company] would be [job title] which is directly related to my field of study at ASU. In this role, I will be doing the following [list 3-4 job duties].

This internship directly relates to my academic studies at ASU. I have taken courses such as [list 3-4 courses that you have taken at ASU that relate to your internship]. The work that I will be doing during the internship will help me apply the knowledge that I have learned from these courses in an industrial setting. [list 2-3 job duties and how they apply to your academic studies]. Therefore, this internship will be highly valuable in my academic career and will help prepare me for the future.

Regards,

[your name]

Reviewed and approved by:

[Graduate Program Chair's name]
Graduate Program Chair, [program]

CEN students are required to submit a written two-page report to their graduate advisor at the end of the internship, in order to receive credit (pass grade). Please reference the CEN-CPT procedures for information about submitting your report. **Your industry supervisor must sign the report as well.** The report should include the following information:

1. Company information. Brief information about the company and the group in which you worked.
2. Background about the problem. Your write-up should address the following questions. What is the context of the problem on which you worked? Why did the problem need to be solved? Who would benefit from solving the problem? Your write-up should not be in the form of question/answer. It should be in the form of paragraphs that address the questions above.
3. Focus of the effort. How did you approach the problem? What did you have to learn to work on the problem? What background from courses you took was useful for solving the problem? How did you go about solving the problem? What measurements did you make? Again, your write-up should not be in the form of question/answer. It should be paragraphs that address the questions above as appropriate.
4. Results. What were the results of the work? How was your solution used by others? Did you write any papers? Did you write any report? Again, your write-up should not be in the form of question/answer. It should be paragraphs that address the questions above as appropriate. For example, if you did not write a report you do not need to say that you did not write a report. Just address the questions as appropriate to your work.
5. Learning experience. How did the internship contribute to the learning experience? How did you apply knowledge from courses to the internship? Did you gain any insights from the internship? What skills did you develop as part of the internship? Again, your write-up should not be in the form of question/answer. It should be paragraphs that address the questions above as appropriate.

Please use the attached cover sheet.